HUMAN RESOURCES ANALYST

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FLSA STATUS:
Exempt

CLASS SUMMARY:

The Human Resources Analyst is the third level in a five level Human Resources series. Incumbents perform journey level professional duties focused on analyzing data, presenting information, coordinating activities with departments as well as external regulatory bodies, communicating and interpreting policies and procedures, making assignments and delegating work to support staff.

Distinguishing characteristics within the class, depending upon specialized area of assignment are, responsibility for performing analytical activities related to benefits, class & compensation, employee relations, organizational development & training, recruitment & examination or risk management.

The Human Resources Analyst is distinguished from the Supervising Human Resources Technician by its responsibility for performing journey level professional Human Resources analyses in an assigned area of responsibility. The Human Resources Analyst is distinguished from the Senior Human Resources Analyst, which is responsible for making work assignments, overseeing the work of other professional staff, training, and performing administrative tasks in the absence of the supervisor.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	**FRE-QUENCY**
1. Conducts professional level activities related to area of assignment, which may include: analyzing complex program information and data and making recommendations based on findings; serving as a professional advisor in assigned area of responsibility; participating in the development of program strategies; assisting in the analysis and development of workforce plans; assessing training and/or organizational needs; and/or performing other related activities.	Daily 30%
2. Reviews personnel documents for technical completeness and accuracy; enters data from documents into applicable spreadsheets, databases, or other data collection mechanisms; identifies and corrects errors to meet established policies and procedures; advises and consults with other departments on status and accuracy of information contained on forms.	Daily 20%
3. Serves as a liaison between Personnel and other departments; provides information and advice on human resources issues, ensuring compliance with applicable policies and procedures; investigates, mediates, and resolves employee complaints and allegations.	Daily 15%

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE- QUENCY
4. Analyzes confidential information or situations and recommends appropriate action.	Daily 10%
5. Participates in a variety of meetings, task forces, committees, training session, and/or other related groups in order to receive and convey information.	Daily 5%
6. Researches, compiles, and analyzes a variety of complex data in assigned area of responsibility, makes recommendations and prepares a variety of reports based on findings related to City, departmental, and/or programs operations and activities.	Weekly 10%
7. Assists in developing and implementing departmental goals and objectives; implements and maintains assigned program area procedures; evaluates effectiveness of programs, including researching, analyzing, and recommending policy or program changes.	Weekly 10%
8. Performs other duties of a similar nature or level.	As Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Risk Management may be responsible for:
- Administering workers' compensation claims and performing related investigations and reporting;
- Assisting in the development and administration of the work safety program;
- Administering Citywide programs for respiratory protection and hearing conservation;
- Administering the City's injury and illness prevention plan;
- Administering the City's unemployment insurance program and the Department of Justice criminal history program.

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POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

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Positions assigned to recruitment & examination, classification & compensation, benefits, and investigations may be responsible for:

- Designing and implementing recruitment programs to obtain qualified candidates, including the preparation of job announcements, advertisements, and other recruitment materials;
- Conducting analyses of exam results;
- Planning and coordinating recruitment and examination activities ensuring fair employment practices;
- Analyzing staffing needs, employee market trends, and applicant sources;
- Evaluating applicants and related materials;
- Developing, evaluating, and validating selection instruments;
- Preparing and facilitating new employee orientation and training informational workshops;
- Developing, reviewing, and modifying classification and pay plans, including conducting related studies and analyzing data and making recommendations based on findings;
- Coordinating employee medical and health screening and the employee assistance program;
- Maintaining eligibility listings for the City's employee health, wellness, and benefits programs;
- Processing enrollment changes for the City's employee health, wellness and benefits programs;
- Assisting in the preparation of communication materials for the City's employee health, wellness, and benefits programs.

Positions assigned to Organizational Development & Training may be responsible for:

- Developing, delivering, and implementing effective organization and training programs to City employees;
- Coordinating, scheduling, and tracking attendance at organization and training programs.

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Positions assigned to Employee Relations may be responsible for:

- Conducting grievance investigations and making recommendations based on findings.
- Collecting and organizing a variety of data and information in support of negotiations with employee organizations and/or for grievance proceedings.
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Training and Experience (positions in this class typically require):
- Bachelor's Degree in a related field and two/three* years of related experience are required;

OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

(*Unable to reach consensus on number of years of experience.)

Licensing Requirements (positions in this class typically require):
Some positions, based on assignment, may require:
- Valid State of California Driver's License, Class C;
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desirable.

Knowledge (position requirements at entry):
Knowledge of:
- Principles, policies, practices and operations in assigned area of responsibility;
- Human resources principles and practices;
- Applicable Federal, State and Local lawas, codes, ordinances, policies, procedures, rules and regulations;
- Proper grammar, punctuation and spelling;
- Mathematical concepts;
- Research methods;
- Customer service policies, priciples and practices;
- Statistical analysis, theories and concepts;
- Conflict resolution and mediation principles;
- Computers and applicable software and database systems;
- Data collection and analysis techniques;
- Analytical methods and techniques;
- General writing principles and report writing techniques.

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Skills (position requirements at entry):
Skill in:
- Using a computer and related software applications;
- Preparing clear, concise, and comprehensive records, reports, and other written documents;
- Providing customer service;
- Compiling complex and varied information and data;
- Making clear and persuasive oral presentations;
- Managing multiple priorities simultaneously;
- Interpreting personnel policies and procedures;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
- Responding to changing situations and needs;
- Handling and maintaining sensitive and confidential information;
- Collecting and analyzing data;
- Administering human resource programs;
- Resolving conflict;
- Planning projects;
- Interpreting, applying, and communicating applicable laws, rules, and regulations;
- Performing mathematical calculations;
- Communication and interpersonal skills with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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Physical Requirements:
Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, pulling and pushing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Note:
The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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Classification History:
Draft prepared by Fox Lawson & Associates (LM)
Date: 12/2007